

<b>EMPLOYEE CLEARANCE</b> <b>(See Instructions)</b>					
NAME OF EMPLOYEE:		ORGANIZATION CODE:	SOCIAL SECURITY NUMBER:	BADGE NUMBER:	EFFECTIVE DATE:
OTHER NAME USED:		REASON FOR LEAVING			
FORWARDING ADDRESS AND PHONE NUMBER:		INTERNAL CHANGE		LEAVING CENTER	
		<input type="checkbox"/> Promotion <input type="checkbox"/> Change to Lower Grade		<input type="checkbox"/> Resignation <input type="checkbox"/> Military <input type="checkbox"/> Suspension	
		<input type="checkbox"/> Reassignment <input type="checkbox"/> Other (Explain)		<input type="checkbox"/> Retirement <input type="checkbox"/> Separation <input type="checkbox"/> LWOP	
		<input type="checkbox"/> Transfer <input type="checkbox"/> Termination <input type="checkbox"/> S/L for Maternity			
Unless employee is obligated, Administrative Officer will clear items 1, 5, 6, 8, 9, 11, 12, and 18 by phone.					
	ITEM CLEARED	TO BE CLEARED WITH	SIGNATURE OR NAME OF RESP. CLEARING AUTHORITY	SIGNATURE OF ADMINISTRATIVE OFFICER	
1.	Disposition of Computer Files	Supervisor			
2.	Registered Documents and Classified Materials	Supervisor		Employee Must Clear	
3.	Keys	Organizational Lock and Key Coordinator		Employee Must Clear	
4.	<input type="checkbox"/> Telephone Listing Data (MSFC Form 2683) <input type="checkbox"/> Computer Access	Office of the CIO, AD30 Rm 508A, Bldg 4200 544-2847 or 544-2823		Employee Must Clear	
5.	Purchase Card	Procurement Office, PS10 Rm 223B, Bldg 4202, 544-0264			
6.	Self-Study Learning Center Materials	Self-Study Learning Center Rm G13, Bldg 4200 544-8291			
7.	Government-Owned Telecommunications Equipment	Office of the CIO, AD30 Rm 100, Bldg 4728 544-6107		Employee Must Clear	
8.	Disposition of Chemical	Supervisor			
9.	RSIC Technical Documents	Redstone Scientific Information Center 3rd Floor, Bldg 4484 876-5181			
10.	Property Management/Government Property (Includes Government Passport)	Rm 410F, Bldg. 4200 544-3161		Employee Must Clear	
11.	Respiratory Equipment	MSFC Respirator Services Bldg 4646, 544-4483 or 544-4484			
12.	Obligated Service Agreements <input type="checkbox"/> Academic Training (544-7555) 346A, 4200 <input type="checkbox"/> Fellowships (544-7527) 302B, 4200	Employee and Organizational Development Office, CD20			
13.	Financial Obligations, Travel Advances, and Obligated Services Agreements	Office of Chief Financial Officer, RS01 Rm 610B, Bldg 4200 544-7312		Employee Must Clear	
14.	Payroll	Office of Chief Financial Officer, RS01 Rm 612, Bldg 4200 544-2551		Employee Must Clear	
15.	SES Clearance (Senior Executive Service Only)	Human Resources Department, CD10 Rm 312C, Bldg 4200 544-5721		SES Employee Must Clear	
16.	Post-Employment Package (GS/GM-15 and Above Only)	Chief Counsel, LS01 Rm 149, Bldg 4200 544-0022		Employee Must Clear	
17.	Security: Badge-Identification/Key Card, Car Decals, HOSC Access Cards	Protective Services Department, AD50 544-2090, Bldg 4312 (See Instructions)		Employee Must Clear	
18.	NASA Group Life and Travel Insurance	Human Resources Department, CD10 Rm 324, Bldg 4200 544-7536			
19.	Final Stop	Human Resources Department, CD10 Rm 324, Bldg 4200 544-7536	Turn in Completed MSFC Form 383	Employee Must Clear	
Remarks:					
I certify that all government property issued to me has been turned in, accounted for or adjustment made; that all funds advanced to me have been returned, repaid or adjustment made; that obligated service agreements have been completed or a waiver has been approved; that all computer materials and programs, or copies, have been turned in; and that I have no government property or materials in my possession.			<b>COMPLETE ONLY IF INVOLVED IN REDUCTION-IN-FORCE</b> I certify that I understand and agree to refund the Government for all severance pay paid. If I apply for disability retirement and the same is subsequently approved, I also understand and agree to notify the Payroll Office immediately if reemployed with the Federal Government prior to termination of severance pay.		
SIGNATURE OF EMPLOYEE:			SIGNATURE OF EMPLOYEE:		

## INSTRUCTIONS FOR COMPLETING MSFC FORM 383 EMPLOYEE CLEARANCE

The Employee Clearance Form (MSFC Form 383) must be completed as appropriate for internal changes and for employees leaving the Center. For employees leaving the Center, MSFC Form 383 must be delivered to the Personnel Office.

Controlled items are: (1) keys, property, classified documents, and other items which must be signed for by an individual; or (2) ADP programs, documentation, tapes, data in machine-readable form, magnetic disks or diskettes, proprietary software, tape cassettes, and other ADP hardware and software used by specified individuals; and (3) those items which if lost, allowed to be used by, or made available to non-authorized personnel could cause embarrassment to or create a compromising situation with a Government function or operation.

Unless there are obligations, your Administrative Officer will obtain clearance on items 1, 5, 6, 8, 9, 11, 12, and 18. If you are moving from one Laboratory or Office to another, you must personally clear item 2 and must be cleared for items 3, 4, 7 and 10. If you are leaving the Center, you must be cleared for all items and you must personally clear items 2, 3, 4, 7, 10, 13, 14, 17, and 19. (Item 15 only applies to SES members; item 16 only applies to GS/GM-15 and above.)

Item 1. Your supervisor must sign as clearing official. By signing this block, the supervisor and Administrative Officer are certifying that all of the employee's computer files have been deleted and/or transferred to another user approved by the supervisor. It is understood that the ID(s) of the departing user will be deleted upon transfer or termination, in accordance with MPG 2810.1.

Item 2. Your supervisor must clear registered documents and classified materials.

Item 4. If you have MSFC-controlled ADP hardware and/or software as defined above, you must clear in person with the Office of the CIO, Building 4200.

Item 5. Employees who have been issued a Purchase Card must return the card and clear through Bankcard Coordinator. For all other employees, a phone call verification from the Administrative Officer to the Bankcard Coordinator is sufficient.

Item 10. If charged with property, you are responsible that it is turned in, transferred to another person, or appropriate adjustments are made with the Logistics Services Office and with your organizational property manager when changed to a position no longer requiring the property or prior to leaving the Center. Employees must provide their badge number when clearing in Building 4200. If you possess a government passport, it must be turned in at this time also.

Items 12 through 14. Travel fund advances and obligated service agreements must be repaid or appropriate arrangements made prior to leaving the Center.

Item 17. When leaving the Center, you must personally turn in your badge identification card and car decals to the Security Identification Section, Guard Headquarters, Building 4312. Remove decals from all cars and have them with you when you check out. If you do not know how many decals have been charged to you, call the Identification Section, Guard Headquarters (544-2090).

If the employee clearance form is not completed before you leave the Center, including the turn-in of your badge identification card and car decals, your final paycheck may be delayed. Questions should be directed to your Administrative Officer or your Personnel Specialist.

**WHEN INFORMATION ENTERED - SUBJECT TO PRIVACY ACT OF 1974**  
When not under the continuing control and supervision of a person authorized access to this material, it must be as a minimum, maintained under locked conditions.